

Reporting a white-collar crime

All investigations begin with the filing of an initial report. Initial reports may be completed:

1. Station report at any Bernalillo County Sheriff's Department substation.
2. Calling the Bernalillo County Sheriff's Department non-emergency number (505) 798-7000.
3. Telephone Report Unit at (505)

A deputy must collect all original documents. Please protect originals by placing them in a resealable plastic bag.

Shortly after an initial report has been completed, case letter will be mailed. Case letters result from a preliminary screening of the initial report. Case letters list a variety of documents that must be collected and mailed within thirty days of receipt of a case letter. Upon receipt of the appropriate documents an investigation will be initiated.

All documents, excluding originals, must be forwarded to:

Bernalillo County Sheriff's Office
Attention: White Collar Crimes Unit
P.O. Box 25927
Albuquerque, N.M. 87125

Please use the following guidelines to assist you in collecting the documents relevant to your incident.

FORGERY GUIDELINES

The crime of Forgery is defined by New Mexico State Statute section 30-16-10 and you may read the text at the Bernalillo County Sheriff's Department Web Site. Forgery occurs when a person knowingly alters, issues or transfers a writing with the intent to defraud another person. Fraud typically involves a person altering a check in order to cash it or purchase something. The checks and the related documents are necessary to establish what is commonly referred to as 'the paper trail'. Documents in the following categories, while not exhaustive, must be forwarded to the BCSO White-Collar Unit before an investigation can be initiated.

1. **Event chronology.** Complete a chronology of events illustrating what happened, when it happened and who was involved.
2. **Writing, check(s) or official equivalent.**
 - A. Include all unauthorized, altered or computer generated checks. Official equivalents include photocopies of checks, front and back, obtained from a financial institution.
 - B. **A Deputy Sheriff must collect all originals by calling (505) 798-7000.**

3. **Receipts for each purchase.**
 - A. Merchant receipt resulting from a purchase. This receipt shows what was purchased and is available to you from the merchant.
 - B. A receipt must accompany each check.
 - C. Indicate the person you collected it from as well as the date and location of the collection.
4. **Forgery Affidavit and statements.**
 - A. This should include your affidavits sent to each Credit Bureau, Credit Card Company, Bank Fraud Department etc.
 - B. Contact name, telephone number and contact dates for the assigned fraud investigator or person to whom the unauthorized use was reported.
5. **Surveillance VideoTapes.**
 - A. Obtain the surveillance tapes for the purchase locations, ATM's, banks etc. where each unauthorized purchase was made.
 - A. Frequently merchants and financial institutions will release surveillance tapes to only law enforcement. If this happens to you, please contact the security or loss prevention department, inform them of a pending investigation, provide them with your incident number and request them to maintain the tapes until contacted by the Bernalillo County Sheriff's Office. Time is of the essence, as often these tapes are re-used by merchants unless they receive a request to preserve them, so it is important to contact them quickly.
 - B. Record the name, date, time and contact telephone number for the person you spoke with regarding the surveillance tapes.
6. **Other records.**
 - A. Membership applications, Credit card applications, and other documents completed by the suspect at during the time of the forgery.
 - B. Shipping receipts, certificate of acceptance and other records reflecting the movement of something of value.
 - C. Witness names and contact telephone numbers.
 - D. Relevant Cellular phone records. Relevant records for a cellular telephone are records related to a cellular telephone, which was the result of an unauthorized purchase. These records should include the application for the cellular phone, the billing statements and any billing information.
 - E. Any information related to the history of the suspect. This would include employers, previous incidents, police reports, aliases, residences, etc.
 - F. Any samples that you may possess of the suspects'known writing' such as applications, letters, notes, etc.

Forgery guidelines do not apply to checks returned for insufficient funds and closed account. Cases involving worthless checks must be forwarded to the Bernalillo County District Attorney's Office. You may obtain Worthless Check complaint packets on the BCSO website, any BCSO substation or call 841-7120.

Please note the name, date, time and telephone number for each person you contact regarding your case.